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Job details

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ALL APPLICANTS FOR THIS JOB ANNOUNCEMENT ARE REQUIRED TO SUBMIT THE COMPLETED SUPPLEMENTAL APPLICATION AT THE TIME OF APPLICATION FILING OR WITHIN 15 CALENDAR DAYS FROM THE TIME OF APPLICATION FILING. FAILURE TO SUBMIT THE COMPLETED SUPPLEMENTAL APPLICATION FORM WILL RESULT IN A REJECTION OF THEIR APPLICATION.

Bulletin Number 50006BR**Type of Recruitment** Departmental Promotional Opportunity**Department** Mental Health**Position Title** HEALTH PROGRAM ANALYST II**Additional Title** ONLINE FILING ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, EMAIL, FAX, OR IN-PERSON WILL NOT BE ACCEPTED.**Exam Number** 24729A**Filing Type** Standard**Filing Start Date** 02/09/2015**Filing End Date** 02/23/2015**Filing End Time** 5:00 pm PST**Salary Type** Monthly**Salary Minimum** 5770.45**Salary Maximum** 7568.36

Position/Program Information This is the intermediate-level class in the Health Program Analyst Series. Positions allocable to this class are located in the departments of Mental Health and Public Health and are responsible for the solution of complex and difficult problems and the making of recommendations in areas of resources and personnel utilization, development, implementation and improvement of programs, and the refinement of practices and policies having a significant impact on the entire program. Factors affecting allocation of positions in the Health Program Analyst Series include but are not limited to scope and complexity of program/clinic, program budget, number and size of contracts, and size and composition of clinical, professional, and support staff. Positions allocable to the Department of Mental Health typically report to and receive supervision from a clinical program manager or Health Program Analyst III, and perform assignments in connection with the key functional areas of programs administered for a medium- to large-sized clinic or a centrally-administered Countywide program of comparable level, scope, and complexity.

Positions allocated to the Department of Public Health typically report to and receive supervision from a higher level program analyst or program manager/administrator. Positions serve as technical experts and consultants to management for a specific program, and frequently work with community and city partners to shape and/or develop, and work toward passage and

implementation of policies.

Positions in the Health Program Analyst Series are distinguished from positions allocated to perform contract development and administration activities as part of a centralized departmental contracting function. Health Program Analyst II is distinguished from Health Program Analyst III in that the latter supervises a team of analysts performing the full range of program development, implementation, administration, and evaluation activities for a Bureau or centralized, department-wide program support function; or has non-supervisory responsibility for these activities for a small Countywide program.

These positions require advanced knowledge of principles of program administration, organization, and planning; methodologies, concepts, and practices of human services program development, support, and evaluation; and the ability to collect, evaluate, and synthesize data, draw conclusions, and formulate recommendations in connection with community health programs; interpret Federal, State, and County legislative regulations and mandates; and establish and maintain effective working relationships with staff, community members, and other public and private agencies; and communicate effectively orally and in writing.

Essential Job Functions

Develops new programs and/or recommends modifications to existing programs based on needs analysis in accordance with local, State, and/or federal requirements. Coordinates and facilitates collaborative efforts among public, private, and non-profit groups and organizations to meet the needs of the target population, and provides leadership, technical assistance, advocacy, and coalition building on behalf of targeted groups.

Coordinates and participates in meetings with departmental, public, private, and non-profit groups and organizations to discuss and influence policy issues impacting the assigned program.

Develops and implements community actions plans, and ensures progress toward policy passage and implementation.

Evaluates the quality and effectiveness of services and operations provided by program staff and/or administered by contracted agencies; develops standards for evaluation for quality assurance.

Investigates aspects of contracted agency operations such as financial capacity to provide services, contract management and compliance, client records, compliance with the service requirements of the contract, and personnel and program management.

Performs detailed review of budgets submitted by contract agencies to evaluate program designs including number of clients to be served and units of service to be delivered; prepares written recommendations to management regarding impact on services.

Researches and analyzes protocols, best practices, policy issues, pending legislation, regulations, potential funding sources, and technical research, and makes recommendations to management regarding impact on services.

Prepares position papers/recommendations on issues relating to the program area.

Works with departmental staff on contract development including

selection criteria and preparation of statements of work delineating the number of clients to be served and the nature of services to be delivered; coordinates the review and approval of contract documents by management.

Prepares and/or analyzes applications for the most complex grants and monitors program related activities and services to ensure quality assurance with grant activities.

Attends and conducts meetings with department officials, members of community- based organizations, and the public interested in resolving issues and influencing the program.

Prepares written reports on program activities and on progress toward achieving the overall goals of the program.

Initiates and/or participates in awareness campaigns that promote the program assigned; designs, lays out, produces, and may disseminate products such as flyers, newsletters, pamphlets, posters, and articles.

Requirements

SELECTION REQUIREMENTS: TRAINING AND EXPERIENCE: A Bachelor's Degree* in Social Work, Counseling, Health Care Administration/Management, Public Administration, Behavioral Sciences, Social Sciences, Leadership/Organizational Development, or a closely related** field from an accredited*** college or university -AND- four years of full-time paid experience in the analysis of mental health programs, two years of which must have been at the level of Los Angeles County Health Program Analyst I****. A Master's***** Degree* from an accredited*** college or university in one of the above disciplines may be substituted for one year of the required experience.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

*To receive credit for Bachelor and/or Master's degree, a legible copy of official diploma or transcript must be submitted at the time of filing or within 15 calendar days from the application filing date. Diploma or transcript must indicate the specialized field in order to be evaluated. Candidates whose educational degree does not show the specialty must provide a written statement from their university/college Registrar's Office indicating the degree and educational specialty on the university/college letterhead. Credit will not be awarded if evidence of degree is not received within the allowed time.

**Any applicant whose degree is deemed in a closely related field must submit a legible copy of their Official Transcript at the time of filing or within 15 calendar days from the application filing date.

****Health Program Analyst I position participates in planning, implementing, administering, and evaluating mental health programs. Positions allocated to the Department of Mental Health typically report to and receive supervision from a clinical program manager or a Health Program Analyst III, and perform assignments in connection with multiple key functional areas of programs administered for a small- to medium-sized clinic or a centrally-administered Countywide program of comparable level,

scope, and complexity.

*****Applicants who meet the degree requirement with their Master's degree, will not receive additional credit for the required experience,

**Accreditation
Information**

***Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators, Inc. (AICE).

**Examination
Content**

This examination will consist of two parts:

Part I - Rating from Record weighted 50%. The Rating from Record will evaluate experience and education based on application information -AND- Supplemental Application.

Part II - Appraisal of Promotability weighted 50%. The Appraisal of Promotability (AP) will measure Job Preparation, Analytical and Decision-Making Abilities, Personal and Public Relations, Written and Oral Communication Abilities, and Adaptability and Dependability.

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.

**Vacancy
Information**

The resulting eligible list for this examination will be used to fill vacancies in the Department of Mental Health.

**Eligibility
Information**

The names of candidates receiving a passing grade on this examination will be placed on the eligible list in the order of their score group for a period twelve (12) months following the date of promulgation on the eligible list.

Available Shift

Day

**Job Opportunity
Information**

Restricted to permanent employees of the Department of Mental Health who have successfully completed their initial probationary period.

Current employees in the unclassified service who meet the following criteria may also qualify to participate in this exam:

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

VERIFICATION OF EXPERIENCE LETTERS (VOEL): VOEL will not be required for this examination. Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Applicants must supply sufficient information in their application, including a detailed description of their assigned duties. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying.

WITHHOLD INFORMATION: Permanent employees who have

completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

OUT-OF-CLASS EXPERIENCE: Experience gained while performing duties inconsistent with an applicant's official payroll title will be evaluated and may be accepted. The required time of the qualifying experience must be fully met at the time of application submission or by the last day of filing. **NO WITHHOLD WILL BE ALLOWED FOR OUT-OF-CLASS EXPERIENCE.**

**Application and
Filing
Information**

ONLINE FILING ONLY

Applicants are required to complete and submit an online Los Angeles County Employment Application AND Supplemental Application in order to be considered for this examination. Paper applications, resumes, and/or any unsolicited documents will not be accepted in lieu of completing the online application.

INSTRUCTIONS FOR FILING ONLINE:

To apply online, CLICK on the tab above or below this bulletin that reads, **Apply to Job**.

Clear and legible copies of the required documents, such as Diploma, Official Transcripts, Verification Letters, and/or Supplemental Application form **MUST BE** uploaded as attachments during application submission -OR- sent by email to Exams@dmh.lacounty.gov, **Subject: HPA II**, within 15 calendar days from date of application submission. Applications submitted without the required documents will not be accepted.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. To receive credit, your online application and Supplemental Application must provide complete information. Home/mailling address and other contact information such as telephone number and valid email address must be provided. License and/or Certification information section must show title of license, license number, original date of issue, and expiration date, if any. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. Experience with incomplete information will not be evaluated. LIST separately each job experience to be evaluated.

All information supplied by applicants is subject to verification at any point during the examination and hiring process, including after an appointment has been made. Applications may be rejected at any stage during the selection process. Applications with missing information required for evaluation will not be accepted. Falsification of any information may result in

disqualification.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department
Contact Name**

Gloria Lucio
213.738.2855

**Department
Contact Phone****Department
Contact Email** Exams@dmh.lacounty.gov / Subject: HPA II EXAM**ADA Coordinator
Phone** 213.738.2855**Teletype Phone** 800-735-2922**California Relay
Services Phone** 800-735-2922**Job Field** Administration**Job Type** All Others[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)